



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND  
2221 ADAMS AVENUE  
FORT LEE, VIRGINIA 23801-2102

ATCL-CG

CASCOM POLICY 19-14  
12 JULY 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Combined Arms Support Command Policy Letter - Expedited Transfer Requests

1. References.

a. Army Regulation (AR) 614-200, Enlisted Assignments and Utilization Management: Assignments, Details and Transfers, 25 Jan 19.

b. AR 614-100, Officer Assignment Policies, Details, and Transfers, 25 Jan 19.

2. Purpose. Establish procedures for the staffing and approval or disapproval of expedited transfer requests, as defined in AR 614-200 and AR 614-100, for all Soldiers assigned to Fort Lee or otherwise falling under the General Court-Martial Convening Authority jurisdiction of the Commanding General, U.S. Army Combined Arms Support Command (USACASCOM).

3. Responsibilities.

a. All commanders will review, in detail, the provisions for expedited transfer requests contained in AR 614-200, paragraph 5-18 (enlisted) and AR 614-100, paragraph 5-8 (officer). This review should be conducted as soon as practicable, to include any necessary discussions with legal advisors.

b. LTC/Battalion-level commanders will:

(1) Document receipt of the expedited transfer request; date and time will be annotated, representing the start of the 72-hour response period specified in the references.

(2) Determine whether the Soldier making the expedited transfer request has made a credible report of a violation or attempted violation of UCMJ Articles 120, 120c, or 130. Credibility determinations will be made as soon as practicable, but not later than 24 hours after receiving the request for expedited transfer. The commander **must** review all available investigative information from CID **and** consult with his or her legal advisor prior to making the determination.

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c. Approval authorities will:

(1) Make approval/disapproval decision (or recommendation for approval/disapproval in cases where the Soldier has requested PCS transfer) within 72 hours of receipt of the expedited transfer request by the LTC/Battalion-level commander.

(2) Presume that a victim with a credible report will receive some form of relief pursuant to their expedited transfer request. Consider potential relief in accordance with the factors provided in AR 614-200, paragraph 5-18(g) (enlisted) or AR 614-100, paragraph 5-8(c) (officers), as appropriate.

(3) Particular consideration will be given to victims who are students in initial entry training courses (AIT or BOLC). The expedited transfer process does not authorize assignment to another MOS or career field. In addition to the consideration factors provided in the applicable regulation, resolution of expedited transfer requests from Soldiers in training must factor in: the specific desires and needs of victim, the presumed innocence of the alleged offender, the status of the criminal investigation, and the quality of the evidence already obtained. Additional legal advice should be obtained to ensure the intent of the expedited transfer policy is being met.

4. Approval/Disapproval Authorities.

a. Local moves within the same Army Command (ACOM).

(1) Approval Authority - lowest level commander exercising authority over both the losing and gaining unit, but not lower than the LTC/Battalion-level commander.

(2) Disapproval Authority - the first General Officer (GO) in the Soldier's chain of command.

b. Local moves outside the same ACOM. The approval and disapproval authority is the Commanding General, USACASCOM, in his role as the senior mission commander.

c. Permanent Change of Station (PCS) moves.

(1) Recommendations for approval must receive concurrence from the first GO in the Soldier's chain of command before being forwarded to HRC for approval, the DA 4187 may be endorsed by the Battalion or Brigade-level commander after obtaining such concurrence.

(2) Recommendations for disapproval must receive concurrence from the Commanding General, USACASCOM before being forwarded to HRC for disapproval,

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the DA 4187 may be endorsed by the Battalion or Brigade-level commander after obtaining such concurrence.

5. Expedited Transfers (Inbound).

a. Once the notification of an inbound expedited transfer sexual assault victim is received, the brigade Sexual Assault Response Coordinator (SARC) for the receiving unit will ensure the warm hand-off is completed, to include transfer of the case in Defense Sexual Assault Incident Database (DSAID).

b. The brigade SARC will inform the USACASCOM and Fort Lee SHARP Program Manager (SHARP PM) and Lead SARC, via email, once the warm hand-off is completed and a SHARP Victim Advocate (SHARP VA) has been assigned.

6. Expedited Transfers (Outbound).

a. The brigade SARC will inform the USACASCOM and Fort Lee SHARP PM and Lead SARC NLT 24 hours from the date they receive the notification from HRC that a victim has been approved for transfer off of Fort Lee, VA.

b. The USACASCOM and Fort Lee SHARP PM or Lead SARC will contact their counterpart at the gaining installation to obtain the gaining SARC's contact information and provide that information to the brigade SARC for a warm-handoff and case transfer in DSAID.

c. The losing Brigade-level commander must contact the gaining Brigade-level commander regarding the expedited transfer of a Soldier, if any of following applies: active criminal investigation, active legal proceeding, ongoing victim healthcare, or active SHARP victim support or services.

7. Points of contact are the SHARP Program Manager at (804) 734-2309, the Sexual Assault Response Coordinator at (804) 734-6498, or the Victim's Advocate at (804) 734-6594.



RODNEY D. FOGG  
Major General, U.S. Army  
Commanding

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